

Miss M Panayiotou
19a Seymour Mews
Sawbridgeworth
CM21 0BD

11 December 2017

Our Ref: EH/HS/N15880/N15878

Please ask for:
Helen Stevens
Private Sector Housing &
Public Health
Direct Line: (01903)737788

Dear Miss M Panayiotou

Housing Act 2004

Housing Health and Safety Rating (England) Regulations 2005

Re: Housing issues in Communal Area, Bath House, Bognor Regis, West Sussex

Further to my visit, to your property on 6.11.2017, in order to carry out an assessment using the Housing Health and Safety Rating System (HHSRS) under the Housing Act 2004. This assessment was conducted in order to identify any Category 1 or Category 2 hazard(s) exist in the property. Category 1 hazards were identified. The Housing Act 2004 places a duty on a Local Housing Authority to take the appropriate enforcement action if a Category 1 hazard exists on any residential premises and confers power on a Local Housing Authority to take particular kinds of enforcement action in cases where they consider that a Category 2 hazard exists on residential premises.

This Department has now taken the decision to serve an Improvement Notice on you under Sections 11 of the Housing Act 2004.

In all cases the intended outcome is the elimination or the reduction to an acceptable level of the identified hazard(s). The Improvement Notice details what the hazards identified are, why this type of enforcement action has been chosen and what you are required to do to comply with the Notice.

You must ensure that any remedial actions, be they works or otherwise, comply with the requirements of the Notice and included Schedules and that they are completed by the required date(s). You will also be aware that Langford House is located in a Conservation Area and you will need to ensure the necessary permissions are gained from the Council when carrying out works to the property. Failure to comply with the Improvement Notice may result in additional formal action or legal proceedings being taken against you by the Council.

You should read the Notice document carefully including information contained within the attached notes and right of appeal.

Arun District Council, in accordance with their powers under Section 49 of the Housing Act 2004, makes such reasonable charges as they consider appropriate when formal Notice is served as a means of recovering administrative and other expenses incurred by them in undertaking the HHSRS, including all inspections and assessments. A "Demand for Payment of a Charge for Enforcement Action" is enclosed with this Notice and you should follow the instructions contained within the notes of the Demand for Payment

The Housing Act 2004 requires the Local Housing Authority to send a copy of the Notice to every other person who, to their knowledge has a relevant interest in the specified premises (such as freeholder, lessee or mortgage company), or is an occupier of the specified premises (i.e. tenant) and all relevant parties have been provided with a copy of this Notice.

You should also be aware that the assessment at this time does not prevent the Council from taking future enforcement action in relation to any hazards identified now or at a future date, including once construction or conversion has taken place.

If you have any questions, require further information or help on this matter, or do not understand anything in this letter or the enclosed documentation, please do not hesitate to contact me on the above telephone number.

Yours sincerely,



Empty Properties Officer

Enc: Improvement Notice Sections 11
Demand for payment Notice
WSFRS Fire Report
Floor Plan

Housing Act 2004

Section 11

IMPROVEMENT NOTICE

Dated: 14 December 2017

Reference: 15878/HS

To: MISS M PANAYIOTOU

At: 19a Seymour Mews, Sawbridgeworth, CM21 0BD

You are the person owning the residential premises known as BATH HOUSE, BATH HOUSE, 9 THE STEYNE, BOGNOR REGIS, PO21 1TX ("the premises")

Arun District Council are satisfied that due to the deficiencies detailed in Schedule 1 of this Notice category 1 hazards described therein exist at the premises and that there are no interim or final management orders in existence and that the land has not been approved by the Council for re-development

The Council, having had regard to the guidance given by the Secretary of State under section 9 of the Housing Act 2004, are satisfied that the most satisfactory course of action in respect of the premises is the service of an improvement notice under section 11 of the Act. Schedule 2 of this notice sets out the Councils statement of reasons why they consider service of an improvement notice as the most appropriate enforcement measure.

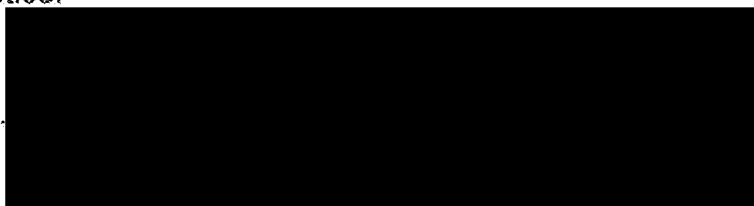
In the opinion of the Council the remedial actions specified in Schedule 3 to this notice are those remedial actions, whether in the form of carrying out works or otherwise, required for the Council to revoke the improvement notice.

This Notice becomes operable **21 days** from the date shown below, i.e. on 4th January 2018 and remedial actions specified within the Notice must be commenced after **28 days** from the Notice service date, ie. any time after 11th January 2018; however the specified dates do not preclude you from initiating or conducting remedial actions before the expiry of this period.

All the remedial actions specified in this Notice **must** be completed by 8th March 2018, **having regard however to the individual completion dates specified within Schedule 3.**

Should you wish to appeal this Notice, you have **21 days** from the date shown below in which to do so, this being 4th January 2018. For details of appeal see the notes at the end of this Notice.

Signed



K

Date

14 December 2017

SCHEDULE 1 – Deficiencies and Hazards

In the opinion of the Council, the following deficiencies at the premises contribute towards **category 1 hazards** under Section 11 of the Housing Act 2004:–

Deficiency	Hazard
1. The artificial light in the communal ground floor hallway is not working. 2. The timer for the artificial light in the communal hallway does not appear to stay on for a sufficient amount of time. 3. There are holes in the communal wall outside flat 7 allowing fire to spread more easily throughout the block. 4. The individual flat entrance doors do not provide a minimum of 30 minutes fire resistance and do not meet current standards. 5. The early warning fire detection within the rear block is not interlinked. 6. The main entrance door to the communal hallway can only be opened from the inside with the use of a key.	Fire

SCHEDULE 2 – Reasons for Actions

The following statement of reasons explains why the Council considers the service of an Improvement Notice to be the most appropriate enforcement measure:–

Category 1 Hazards have been identified and therefore the Local Authority is under a duty to act on these items.

The Authority is satisfied that hazards exist at the above premises and that remedial action should be taken in respect of those hazards. In determining the most appropriate action, regard has been given to the following:

- The consideration that the hazard(s) pose a sufficient danger to current and potential tenants and visitors and that by ignoring them some harm could occur to them within the next twelve months;
- Views of the Occupier(s);
- Impact the course of action would have on the local environment;
- Consideration of Listed Building status (if applicable)

It is considered that the service of an **Improvement Notice** is the most appropriate action to deal with the significant Category 1 Hazards identified in the premises within a reasonable period of time. The communal areas of this block form the main entrance to three separate self-contained flats on three different levels (basement, ground and first floor) at present if there was a fire in the communal areas or the individual flats the other occupants would not know until a potentially fatal time. If they were to escape from there dwelling there is no protected means of escape due to artificial or emergency lighting not working to lead them to the exit and the main entrance door requires a key to open it from the inside in order to provide exit to an ultimate place of safety.

The significant nature of the hazards and the risks they pose to potential occupiers and visitors to the property would not warrant the service of a **Hazard Awareness Notice**. This is because advising the person responsible of the existence of Hazards and not requiring

remedial action is not considered appropriate, given the significant hazard(s) and associated risk(s).

It is considered that remedial action can be taken in this case and it is reasonable to require work to be carried out. Therefore the making of a **Prohibition Order** is not considered appropriate in this case.

There are no good reasons known to the authority that would warrant considering service of a **Suspended Improvement Notice** or **Suspended Prohibition Order** for a period of time.

The high values of property in the Arun district and the demand on available units of accommodation within the area would deem that **demolition** or **clearance** is not the most appropriate course of action.

Decision

The decision is to serve an Improvement Notice, which is considered to be the most effective and appropriate course of action to deal with the hazards identified in the premises.

SCHEDULE 3 – Remedial Actions

To comply with this Notice it is the Council's opinion that the following remedial actions, whether works or otherwise, are required and must be undertaken between the operable date (4th January 2018) and the individual completion date(s) shown below. **All** the remedial actions specified in this Notice **must** however be completed by 8th March 2018. The specified operable date of the Notice (above) does not preclude you from initiating or conducting remedial actions before the operable date of the Notice.

Category 1 Hazards

1-6. Please refer to separate enclosed fire report.

The required remedial action(s) stated above must be completed by: 8th March 2018

Unless otherwise specified, materials used in the carrying out of specific remedial works must be of materials which have been tested, licensed, certified or approved by an independent third party (e.g. The British Standards Institution).

Where appropriate, the necessary applications must be made for Planning and Building Regulation and nothing in this Notice shall be taken as implying such approval.

Properly make good all remedial works, including internal decorative work disturbed during the carrying out of the specified works. All rubbish and spillage created from the carrying out of these specified works internally and externally, to be properly and thoroughly cleared and carted away.

Any new electrical installations must be inspected and tested as appropriate during and at the end of installation, before they are taken into service. This will verify that they are safe

to use, maintain and alter and comply with BS7671:2008 and Part P of the Building Regulations where necessary.

Where the electrical installer is registered with a competent person self certification scheme, they must notify their works via their scheme, and provide the Council with a copy of the electrical installation test certificate together with a copy of the Part P building compliance certificate.

Where the electrical installer is qualified to carry out installation, inspection and testing but is **NOT** registered with a competent person scheme, they must notify the Building Control department before works commence, The electrical installer must complete the appropriate installation test certificate as required by BS7671:2008, and submit this to the Council.

You should also be aware that the assessment at this time does not prevent the Council from taking future enforcement action in relation to any hazards identified now or at a future date, including once construction or conversion has taken place.

Housing Act 2004

The Housing Act 2004 requires the Local Authority to serve a copy of the notice on every other person who, to their knowledge —

(a) has a relevant interest in the specified premises (such as freeholder, lessee or mortgage company), or

(b) is an occupier of the specified premises, therefore:

This notice has also been served on the following:

- **Miss K Panayiotou of 35 Hoodcote Gardens, London, N21 2NG**

NOTES

Statutory references are to the Housing Act 2004.

Right of appeal

If you do not agree with this notice you may appeal against it to the First-tier Tribunal (Property Chamber) at Southern Residential Property First-Tier Tribunal, Havant Justice Centre, The Court House, Elmleigh Road, Havant, Hampshire PO9 2AL. Tel: 01243 779 394. Fax: 0870 7395 900. Email: rpsouthern@hmcts.gsi.gov.uk but you must do this within 21 days after this notice is served on you. A First-tier Tribunal (Property Chamber) may allow an appeal to be made to it after 21 days if it is satisfied that there is a good reason for the failure to appeal before the end of 21 days.

For example, you may appeal

- if you think that some other person who is an "owner" of the premises to which the notice relates should do the works or pay the whole or part of the cost of doing them. If you appeal on this ground you will have to serve a copy of your notice of appeal on the other person concerned.
- if you think that making a prohibition order under section 20 or 21 (which would prohibit use of all or part of the premises) or service of a hazard awareness notice under section 28 or 29 or the making of a demolition order under section 265 of the Housing Act 1985 (which would require the premises to be pulled down) is a more suitable course of action in respect of the premises. If you do so appeal, the court will have regard to the guidance given by the Secretary of State under section 9(2) of the Act.

Operation of notice

If there is not an appeal, the notice will become operative at the end of 21 days from the date it is served.

If there is an appeal and the First-tier Tribunal (Property Chamber) confirms the notice, it will not become operative until the period for appealing to the First-tier Tribunal (Property Chamber) expires without such an appeal being brought. If there is such a further appeal, the notice will not become operative until it is confirmed by the First-tier Tribunal (Property Chamber).

If you start an appeal to the First-tier Tribunal (Property Chamber) and then withdraw it, the notice will become operative on the day on which it would have become operative if the First-tier Tribunal (Property Chamber) had confirmed the notice on the day on which you withdrew the appeal.

Penalty

If you intentionally fail to comply with the notice you commit an offence punishable in the magistrates' court by a fine not exceeding level 5 on the standard scale.

Land charge

When the notice becomes operative it will be a local land charge on the premises to which it relates. This means that it will be recorded in the register of local land charges kept by the Council. This register is public and anyone may search for entries in it upon payment of a fee. Purchasers will normally search this register.

Copy of notice

Copies of this notice will have been served upon every person whom Council is aware has a relevant interest or is an occupier of the premises.

First-tier Tribunal (Property Chamber)

If you decide to appeal you will need to apply to the local First-tier Tribunal (Property Chamber) Service office. For the Southern area this is at:-

Southern Residential Property First-Tier Tribunal
Havant Justice Centre,
The Court House,
Elmleigh Road,
Havant
Hampshire
PO9 2AL
Tel: 01243 779 394
Fax: 0870 7395 900

Email: rpsouthern@hmcts.gsi.gov.uk The tribunal staff will show you how to word your request. You must put with your request a copy of this notice. You will also need an extra copy of your request for the Tribunal to send to the Council.

Advice

If you do not understand this notice or wish to know more about it, you should contact the Council. If you want independent advice about your rights and obligations, you should go to a Citizens' Advice Bureau, Housing Aid Centre, Law Centre or a solicitor. You may be able to obtain help with all or part of the cost of legal advice from a solicitor under the Legal Aid Scheme. If you do not know whether you could apply for Legal Aid you can see a solicitor who may be prepared to give you half-an-hour of legal advice for a small fee. If you want to know more about the works the Council require you to do, you may wish to consult a surveyor.

Address to which all communications should be sent

Private Sector Housing & Public Health
Arun District Council
3rd Floor, Civic Centre
Maltravers Road, Littlehampton,
West Sussex BN17 5LF

Housing Act 2004

Section 49

**DEMAND FOR PAYMENT OF A CHARGE FOR
ENFORCEMENT ACTION**

Dated: 14 December 2017 Reference: 15880 / HS

To: Miss M Panayiotou
of: 19a Seymour Mews, Sawbridgeworth, CM21 0BD

- 1) You are the person on whom an Improvement Notice under Section 11 has been served with respect to the property known as:

COMMUNAL AREAS, BATH HOUSE, 9 THE STEYNE, BOGNOR REGIS, PO21 1TX

- 2) Arun District Council, in accordance with their powers under Section 49 of the Housing Act 2004, have decided to make a charge for the action involved in serving the notice or making the order described in paragraph 1) above.
- 3) The Council therefore demand payment by you of £69.07 this being to cover the expenses the Council have incurred in determining whether to serve the notice, identifying any action to be specified in the notice and serving the Improvement Notice
- 4) If no appeal is made under the underlying notice you will become liable to pay the Council the sum referred to in paragraph 3) above after twenty-one (21) days from the date of the service of this demand. An Invoice will be sent to you shortly under separate cover including full details of how payment should be made.
- 5) The sum, until paid in full to the Council, will be a charge on the premises or flat concerned. The charge takes effect after twenty-one (21) days from the service of this demand if no appeal is made.

Signed:

Date: 14 December 2017

NOTES

Effective Demand

The demand is to require you to pay the Council the sum mentioned for the expenses they have incurred in having to take enforcement action against you.

When the Charge Becomes Payable

The charge becomes payable if no appeal is brought against the notice, decision or order to which the charge relates, after twenty-one days of the date of the demand.

The demand gives details of where payment should be made and the methods by which you may make payment.

If an appeal is brought to the First-tier Tribunal (Property Chamber) and its decision is given on the appeal which confirms the underlying notice or order the demand becomes operative at the time when:

- a) the period within which an appeal to the Lands Tribunal may be brought expires without such an appeal being brought; or
- b) a decision is given on such an appeal which confirms the notice or order.

The withdrawal of an appeal has the same effect as the decision which confirms the notice or order or references to a decision which confirms a notice or order or to a decision which confirms it with or without variation.

Land Charges

As from the time when a demand becomes operative the sum recoverable by the Authority is, until recovered, a charge on the premises concerned.

Advice

If you do not understand this notice or wish to know more about it, you should contact the Council. If you want independent advice about your rights and obligations, you should go to a Citizens' Advice Bureau, Housing Aid Centre, Law Centre or a solicitor. You may be able to obtain help with all or part of the cost of legal advice from a solicitor under the Legal Aid Scheme. If you do not know whether you could apply for Legal Aid you can see a solicitor who may be prepared to give you half-an-hour of legal advice for a small fee. If you want to know more about the works the Council require you to do, you may wish to consult a surveyor.

Address to which all communications should be sent

Private Sector Housing & Public Health
Arun District Council
Civic Centre
Maltravers Road
Littlehampton,
West Sussex
BN17 5LF

FIRE SAFETY REPORT

HOUSING ACT 2004 HOUSING HEALTH & SAFETY (ENGLAND) REGULATIONS 2005 REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Address:	Inspection Date:	Report Date:
Flats 6 (basement), 7 and 8 (rear of main building) Bath House The Steyne Bognor Regis West Sussex PO21 1TX	6 th November 2017	29 th November 2017
	WSFRS Consultation Date:	WSFRS Response Date:
	29 th November 2017	1 st December 2017

Property details: Three storey semi-detached converted block of three flats.

A mixed System conforming to Grade A: LD2 should be installed (see Notes at end for definitions)

MEANS OF ESCAPE

Staircase

- All walls and/or partitions forming the stairway enclosure, or separating each room/flat from each other and from common escape routes, are to have a fire resistance of not less than half an hour (30 minutes). Types of construction which meet the 30-minutes fire resistance standard are those tested to the relevant part of BS 476 or BS EN13501.
- A fire resisting self-closing door having an integrity of 30 minutes and incorporating intumescent strips and ambient temperature smoke seal (e.g. FD30S) and fitted in compliance with BS EN1154: 1997, to be provided as follows:

- Entrance to all flats off the common parts hallway/stairs.

Fire doors should be installed and maintained in accordance with BS 8214: 1990.

Fire Separation

- The floor/ceiling described as follows to have a minimum fire resistance of half an hour (30 minutes). Any which do not comply are to be brought up to that standard:

- Between the basement and Ground Floor; and
- Between Ground Floor and First Floor.

- Intumescent strips/ambient temperature smoke seals should not be fitted in door stops. The fitting to be around the door edge or frame on both vertical sides and across the top and bottom.

- All fire resisting doors to be hung using three (3) 100mm hinges, the material of which must

have a melting point of at least 800 degrees centigrade. In this respect plastic and aluminium are regarded as unsatisfactory.

6. Self-closing devices must be of a type that cannot be easily tampered with or removed from the door. The device must overcome the resistance of the latch from any distance that the door is closed from.
7. Dwelling entrance/room doors should not be self-locking and together with all common escape doors, be easily openable from the inside without the use of a key.
8. Any glazing in fire-resisting construction or doors must have a fire-resistance at least equal to that required for the construction and doors.
9. All fire-resisting glazing and methods of fixing should comply with the guidance contained in BS. PD6512: Part 3 and your attention is also drawn to BS.6262
10. All cupboards including their door(s) opening onto escape routes (including under stairs cupboards and electrical intake areas), are to have 30-minutes fire resistance/ be 30-minute fire resistance Fire Doors.

SAFETY LIGHTING

Mains Lighting

11. The stairway and other common escape routes to be provided with artificial lighting (to illuminate the everyday route) supplied from the mains with switches provided as follows:

- a. The Basement Floor Hallway; and
- b. The Ground Floor Hallway; and
- c. The stairwell from Ground Floor to First Floor; and
- d. The First Floor landing.

Emergency Lighting

12. In addition to the mains lighting, a system of emergency lighting, automatically operated from secondary batteries trickle-charged from the mains supply, is to be provided to illuminate the following areas in event of an emergency/fire:

- a. The Basement Floor Hallway; and
- b. The Ground Floor Hallway; and
- c. The stairwell from Ground Floor to First Floor; and
- d. The First Floor landing.

13. The system is to be of a non-maintained (NM/3) type in accordance with BS5266.
14. The system to be capable of maintaining the necessary level of illumination for not less than one hour immediately from the time of failure of the normal lighting.
15. Certificate confirming compliance with BS. 5266 to be completed by a suitably qualified engineer when the installation is complete and the certificate returned to this Authority.

OPTICAL-TYPE SMOKE DETECTORS

16. **Interlinked** (linked, mains-fed with integral battery back-up) Smoke Detectors/Sensors linked to (mains fed with integral battery back-up) heat detectors in each of the flats to be sited at the following locations (to protect the common escape route):

Common Areas:

- a. Common-parts hallway on the Ground Floor ; and
- b. The First Floor Landing.

17. **Non-Interlinked** (linked, mains-fed with integral battery back-up) Smoke Detectors/Sensors to be sited at the following locations (to protect each individual flat):

- a. In the main hallway/lobby of each individual flat.
- b. In the basement flat lounge.

HEAT DETECTORS

18. **Interlinked** mains-connected Heat Detectors/Sensors with integral battery back-up linked to (mains fed with integral battery back-up) smoke detectors in the common areas to be sited in the following locations (to alert the occupants of all flats):

- a. In the hallway/lobby of each individual flat.

19. Any fuse box and or mains switch controlling the power to the fire alarm system is to be sited where it can only be operated by an authorised person. Power for the system is to be taken from a fused spur off the landlord's supply.
20. The overall automatic detection and fire warning system to comply with Part 1 of BS.5839 and a certificate to this effect to be completed by the installer and returned to this Department.

PORTABLE FIRE FIGHTING EQUIPMENT

21. The following fire-fighting equipment complying with the current British Standard is to be provided and maintained readily available for use:

- a. A fire blanket to be sited in all kitchens.

22. Fire blanket containers to be positioned so as to allow the blanket to be withdrawn quickly and easily. In this respect the base of the container to be positioned not less than 1.5 metres from floor level. Fire Blankets shouldn't be located immediately above or behind the cooking facilities.

ADDITIONAL REQUIREMENTS AND/OR RECOMMENDATIONS

The above information is based on the layout and plan as per the attached drawing only. Any alterations or changes to the property or the properties occupation type may require additional alternative fire safety items.

WEST SUSSEX FIRE & RESCUE SERVICE (WSFRS)

Items with an asterisk ^{*R} denotes items required by WSFRS. Those with an asterisk ^{*r} denotes items recommended by WSFRS.

To comply with the Regulatory Reform (Fire Safety) Order 2005 the Responsible Person must carry out a fire risk assessment once the building is occupied. A full description of the Fire Safety Strategy for the premises, as built, should be passed to the Responsible Person on occupation to inform this process. This will normally form part of the Health and Safety file required by the Construction (Design and Management) Regulations 2015 and will also ensure compliance with Section 38 of the Building Regulations.

Your attention is drawn to the series of publications produced by the Department for Communities and Local Government (CLG), which provides information for the responsible person about the Fire Safety Order. These publications are available from the CLG website: www.gov.uk/workplace-fire-safety-your-responsibilities

Note:

Any letter box openings on flat entrance doors are to achieve the same fire resistant capability as the doors is self-i.e. 30 minute fire resistant. Any not meeting this standard will need to be replaced.

NOTES

FIRE RISK ASSESSMENT

A full fire risk assessment for common areas within the premises (and commercial areas) is required under the Regulatory Reform (Fire Safety) Order 2005. A copy of this must be provided to the Council upon completion of the fire warning and emergency lighting installation. This requirement is not enforced by the Local Authority as it comes under the enforcing control of West Sussex Fire & Rescue Service (WSFRS). WSFRS have been consulted regarding this premises and may therefore contact you to request this mandatory document.

FIRE WARNING SYSTEM

GRADE A	A fire detection and alarm system that is designed and installed in accordance with the recommendations of BS 5839: part 1 (2002), except clauses relating to alarm audibility, alarm warnings for the hearing impaired, standby supplies, manual call points and radio-linked systems, which are replaced by part 6. This comprises a system of electrically operated smoke and/or heat detectors which are linked to a control panel. The control panel must conform to current BS 5839: part 4 (or equivalent). In general the system must incorporate manual call points which should be located next to final exits, and, in larger multi-storey properties, on each landing. The alarm signal must achieve sound levels of not less than 65dB (A) in all accessible parts of the building and not less than 75dB (A) at all bed-heads when all doors are shut, to arouse sleeping persons.
Grade D	A system of one or more mains-powered smoke (or heat) alarms each with integral battery standby supply. These are designed to operate in the event of mains failure and therefore could be connected to the local lighting circuit rather than an independent circuit at the dwellings main distribution board. There is no control panel.
LD2 Coverage	A system incorporating detectors in all circulation spaces that form part of the escape routes from the flats and dwelling and in all rooms or areas that present a high fire risk to occupants i.e. risk rooms.

LD3 Coverage	A system incorporating detectors in circulation spaces that form part of the escape routes from the dwelling only.
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FIRE DOORS

FD30S door sets, if used, must be provided and installed in accordance with the manufactures instructions.

If any existing are suitable and require overhauling to bring them up to the required standard then an Overhaul is taken to mean:

- Check existing door frame to ensure that it is securely fixed and of sound construction, complete repair work / replacement as required to ensure integrity of door.
- Ensure door located is a fire door to FD30S full specification, incorporating intumescent fire seals and cold smoke seals fitted to either the door or door frame in accordance with manufactures instruction and BS 476 Part 31.1.
- The door is to be hung using suitably rated and securely fixed butt hinges, (3No. 100mm per door capable of resisting a temperature of 800°C), door latches and door /furniture must be fitted maintaining the integrity of the door.
- Suitable handles are to be provided to either side of the door. The latch must engage into the latch plate by a minimum of 12mm to ensure that the closing edge will not open, should the door deform under fire conditions. Where mortise locks / latches or cylinder latches are fitted, the cut out in the door should be the minimum necessary preventing the occurrence of any voids through which fire could penetrate. When the door is fitted within the frame the gap between the back edge, stile and head and the door frame must not exceed 4mm. All fire doors must be fitted with a suitable self closing device. To be effective the self closing device must be securely fixed and be capable of closing the door from any angle of opening and must be strong enough to overcome the resistance of any latch or sealing system used.
- Fire doors must be fitted in compliance with BS EN1154: 1997 and be fitted with appropriate intumescent strips and smoke seals in the door itself or door frame (but not the door stop).
- Fire doors should be installed and maintained in accordance with BS 8214: 1990.

EMERGENCY ESCAPE WINDOWS

Any window provided for emergency escape purposes should have an unobstructed openable area that is at least 0.33m² and have a minimum 450mm height and 450mm width. The bottom of the openable area should not be more than 1,100mm above the floor. Escape windows can only be used if they serve rooms whose floor level is no more than 4.5m from the ground and every room served by the escape window has access to it without entering another habitable room with a lockable door. The escape window must lead to a place of ultimate safety clear of the building. No basement well or other encumbrance beneath the window, such as railings or a conservatory, can be present.

FIRE BLANKETS

Fire blanket containers are to be positioned so as to allow the blanket to be withdrawn quickly and easily. In this respect the base of the container to be positioned not less than 1500mm from floor level. Unit must not be located over the cooker area.

ELECTRICS

All electrical installations must be inspected and tested as appropriate before, during and at the end of installation and before they are taken into service. This will verify that they are safe to use, maintain and alter and comply with **BS7671:2008 (+A1:2011)**(and any subsequent amendments) and **Part P** of the Building Regulations where necessary.

Certification of notifiable works under Part P of the Building Regulations:

Where the electrical installer is registered with a competent person self certification scheme, they must notify works via their scheme. They must also provide the Council with a copy of the electrical installation test certificate together with a copy of the Part P building compliance certificate.

Where the electrical installer is suitably qualified to carry out installation, inspection and testing but is **NOT** registered with a

competent person scheme, they **MUST** notify the Council's Building Control Department prior to commencement of any electrical work. The electrical installer must complete the appropriate installation test certificate(s) as required by BS7671:2008 (+A1:2011)(and any subsequent amendments) on completion and submit a copy to the Council.

Certification of non notifiable works under Part P of the Building Regulations:

Where the electrical installer is qualified to carry out installation, inspection and testing, they must issue the appropriate electrical installation test certificate(s) as required by BS7671:2008 (+A1:2011)(and any subsequent amendments) and submit a copy to the Council on completion.

IMPORTANT NOTE

It remains the responsibility of the property owner / landlord to ensure that contractors employed comply with the above requirements.

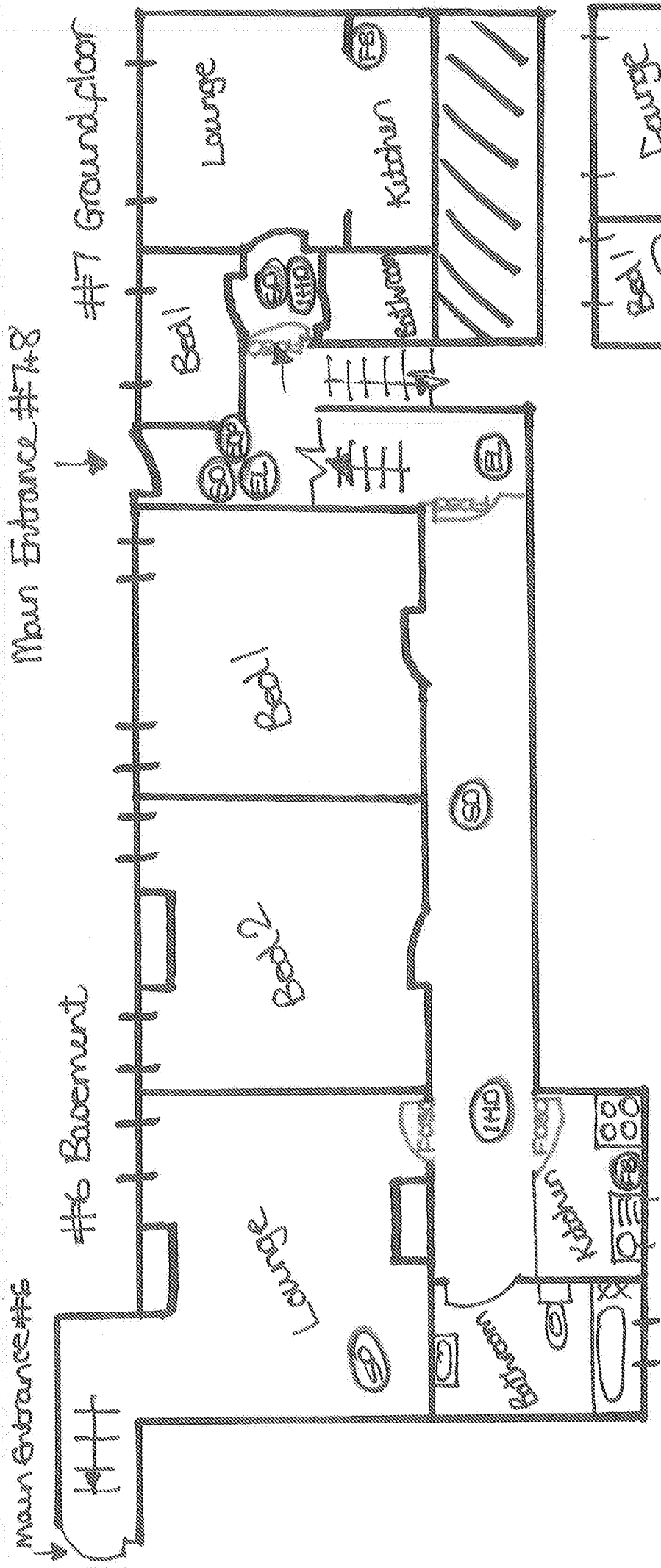
Approved competent persons can be checked via www.competentperson.co.uk if required.

GENERAL NOTE

The Council do not accept liability in respect of the design for the fire warning and emergency lighting system required. In this regard this document is not to be taken as a design document or specification for a suitably designed fire warning/emergency lighting system for the premises. Owners or responsible persons are advised to consult a specialist fire warning installation and emergency lighting engineer in order to ensure conformity to the required standard.

It remains the responsibility of the responsible person for the property to ensure that the fire warning and emergency lighting system installed is appropriate for the construction and layout of the premises and that it meets the current standards required and any Fire and Rescue Service requirements.

This Fire Report is provided for guidance purposes only. All remedial works completed at this property must be in accordance and comply with relevant legislation enforced by the Health and Safety Executive.



Key

- FD30 = 30 minute Fire Door
- (IHD) = Interlinked mains power heat detector
- (EL) = Emergency lighting
- (FB) = Fire Blanket
- (ECP) = Emergency Call Point
- (SD) = Non Interlinked mains power smoke detector